

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400120038-3

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Division

DATE: 14 February 1952

FROM : Executive Assistant Director, C & D

SUBJECT: Request for Reclassification of Position

1. A request for an additional position in the Administrative Staff, OCD, was submitted on 7 January 1952, to the Deputy Director for Administration, and had the informal concurrence of your office and the Chief, Organization and Methods Service. However, we have recently been informed that the OCD T/O will very probably be limited to the number now authorized and that no additional positions will be approved for some time. In view of this, the Administrative Staff must operate for the time being with the six positions now allotted to it.

2. The administrative workload of this Staff has increased proportionately with the growth and expansion of OCD divisions. To give these divisions adequate support, the Administrative Staff needs a GS-9 Administrative Assistant. It is proposed that the GS-3 Clerk-typist position, which is currently vacant, be changed to a GS-9 to provide a slot for an individual who is now on detail as an administrative assistant at that grade level. While a clerk-typist is also needed, we feel that the services of a GS-9 are more in demand at this time, since the Staff will probably be limited to six positions.

3. It is requested that this reclassification be accomplished at the earliest possible date.

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